



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Air Protection Branch 270 Washington Street, SW, Room 816 Atlanta, Georgia 30334	Application Number	77-220-A
Application Number		Date Received APR 21 1980	Date Completed MAY -1 1980

2. Person to Contact: Nancy J. John's (or Marvin M. Lowry) Working Title: Secretary, Principal (Section Chief) Telephone Number: 656-6900

## 3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. 77-220 Check One: ☒ Change; ☒ Supersede; ☐ Void

## 4. Dates of Series

Earliest Latest

1971

Present

## 5. Records Series Title (followed by title used in office; if different)

Air Quality Control Section Administrative Files

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Georgia Environmental Protection Division office is responsible for the enforcement of all laws and rules for the Air Protection, Water Protection, Land Protection, Program Coordination and the Geologic Survey Branches to maintain and prevent pollution of our natural resources in Georgia.

The Air Quality Control Section is responsible for preservation, protection and improvement of air quality and to control emissions of air contaminants of air quality so as to safeguard the public health, safety and welfare.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: Documents relating to the administration of the Air Protection Branch, Air Quality Control Section in the Environmental Protection Division.

## Included are:

Documents relating to directing the activities of the Air Quality Control Section. Included are transcripts and other papers relating to public hearings; copies of Federal Environmental Protection Agency (EPA) regulations and federal guidelines for measuring pollution; policy statements; copies of federal quarterly reports; correspondence with EPA regarding liaison in air pollution control efforts; reports of various types on the Section's findings in specific types of air pollution; correspondence generated in developing the Department's rules and regulations and its State Implementation Plan; and other documents relating to the general supervision of the Section.

## File is arranged:

Files are arranged alphabetically by subject.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old weekly; Seven to twelve months old monthly; Thirteen to twenty-four months old monthly; twenty-five months and older yearly?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need based on reference requirements.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other even-numbered CY then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) one year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mari M. Long</i>	4-17-80	<i>Pat Danna</i>	4-18-80
<div style="text-align: right;">State Records Committee (Signature)      Date</div>			
<div style="text-align: right;">State Auditor/Designee</div>		<div style="text-align: right;">4-30-80</div>	
<div style="text-align: right;">Secretary of State/Designee</div>		<div style="text-align: right;">4-28-80</div>	
<div style="text-align: right;">Attorney General/Designee</div>		<div style="text-align: right;">4-30-80</div>	

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)



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RECORDS MANAGEMENT DIVISION

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## FOR AGENCY USE

Application Date  
June 28, 1977

Application Number

## 1. Agency Address

Department of Natural Resources  
Environmental Protection Division  
Air Protection Branch  
Air Quality Control Section  
816 T-W Bldg; Atlanta, Georgia 30334

## FOR RECORDS MANAGEMENT USE

Application Number

77-220

Date Received

JUL 12 1977

Date Completed

JUL 20 1977

2. Person to Contact  
Marvin LowryWorking Title  
Section ChiefTelephone Number  
656-6900

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. 74-292 Check One: ☒ Change; ☒ Supersede; ☐ Void

## 4. Dates of Series

Earliest  
1967  
Latest  
present

## 5. Records Series Title (followed by title used in office, if different)

Air Quality Control Section Administrative Files

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Air Quality Control Section is responsible for developing, issuing, and enforcing air pollution control regulations. The Section also issues operating and construction permits to industries that emit contaminants into the air, and is responsible for continuing permit review activities.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: directing the activities of the Air Quality Control Section.

Included are: transcripts and other papers relating to public hearings; copies of federal Environmental Protection Agency (EPA) regulations and federal guidelines for measuring pollution; policy statements; copies of federal quarterly reports; correspondence with EPA regarding liaison in air pollution control efforts; reports of various types on the Section's findings in specific types of air pollution; correspondence generated in developing the Department's rules and regulations and its State Implementation Plan; and other documents relating to the general supervision of the Section.

File is arranged: alphabetically by subject.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication in Branch or Division-level subject files
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                                   |
|--------------------------|--------------|-----------------------------------|-----------------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.                      |
| b. Statute of limitation | _____ years. | e. Administrative need            | permanently <del>XXX</del> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.                      |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Most of the information in this file is not duplicated elsewhere; therefore, this is the only file that documents the section's activities.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other odd-numbered calendar year; then

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6-28-77	<i>[Signature]</i>	6/28/77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-17-77
		Secretary of State/Designee	7-13-77
		Attorney General/Designee	7-19-77